

ELEMENT SUMMARY INFORMATION

Element: 3.1.2 Flight Attendant Duties/Cabin Procedures

Purpose of this Element (Air Carrier's responsibility): To ensure the safety of all cabin occupants during ground and flight operations.

Objective (FAA responsibility): To determine if the Air Carrier adheres to its Flight Attendant Duties/Cabin Procedures and Controls.

Inputs:

- Safety Equipment
- Passengers
- Properly Trained and Qualified Crewmembers and Other Personnel
- Aircraft Properly Configured and Ready for Flight
- Element 3.1.5 Carry-On Baggage
- Element 3.1.6 Exit Seating

Outputs:

- A cabin that is safely prepared for ground and flight operations.
- Execution of emergency procedures when necessary.
- A cabin that is monitored for hazards during ground and flight operations.

Performance Measures:

- The cabin is prepared for taxi, take-off, and landing in accordance with the air carrier's procedures. [121.577 (a-d), 121.570 (a), 121.573 (a, c, d), 121.576, 121.333 (f), 121.391 (d), 121.571 (a), 121.549 (b)]
- The cabin is monitored in accordance with the air carrier's procedures whenever passengers are on board. [121.391 (a), 121.570 (b), 121.393 (b)]
- The interview and observation of flight attendants indicate that they are competent to execute emergency procedures. [121.333 (f), 121.570 (a), 121.549 (b), 121.573 (a, c, d)]
- When actual in-flight emergency or abnormal conditions occur, flight attendants perform their duties in accordance with the air carrier's procedures.

SRR:

- 121.333 (d), (f): Supplemental oxygen for emergency descent and for first aid; turbine engine powered airplanes with pressurized cabins.
- 121.391 (a, d): Flight attendants.
- 121.393 (b): Crewmember requirements at stops where passengers remain on board.
- 121.549 (b): Flying equipment.
- 121.570 (a, b): Airplane evacuation capability.
- 121.571 (a): Briefing passengers before takeoff.
- 121.573 (a, c, d): Briefing passengers: Extended overwater operations.
- 121.576: Retention of items of mass in passenger and crew compartments.
- 121.577 (a-e): Stowage of food, beverage, and passenger service equipment during airplane movement on the surface, takeoff, and landing.

Other CFRs and/or FAA Guidance:

- FAA Order 8400.10, Volume 3, Chapter 10, Section 2, Paragraph 1697: Aborted takeoff demonstration plan.
- FAA Order 8400.10, Volume 3, Chapter 10, Section 3, Paragraph 1725: Aborted takeoff predemonstration inspection.
- FAA Order 8400.10, Volume 3, Chapter 10, Section 4, Paragraph 1739: Ditching demonstration plan
- FAA Order 8400.10, Volume 3, Chapter 15, Section 6, Figure 3.15.6.1: Preparation of flight attendant manual
- CFR, April 16, 1991, Airplane Cabin Fire Protection
- Refer to appropriate Advisory Circulars.

SRR SPECIFIC INFORMATION

SRR	Intent	
121.333 (d)	TBD	Certification: Operations and CSI Surveillance: ASI
121.333 (f)	To brief passengers in oxygen use, should the cabin depressurize.	Certification: Operations And CSI Surveillance: ASI
121.391 (a)	To specify the required minimum number of flight attendants.	Certification: Operations And CSI Surveillance: ASI
121.391 (d)	To specify the location of flight attendants during taxi, take-off, and landing.	Certification: Operations And CSI Surveillance: ASI
121.393 (b)	To stipulate conditions under which passengers may remain on an aircraft with less than the required crew.	Certification: Operations And CSI Surveillance: ASI
121.549 (b)	To ensure that every crewmember has a working flashlight available.	Certification: Operations And CSI Surveillance: ASI
121.570 (a)	To ensure that emergency evacuation devices are armed prior to ground movement, take-off, and landing.	Certification: Operations And CSI Surveillance: ASI
121.570 (b)	To ensure that a floor level exit is available any time passengers are on board.	Certification: Operations And CSI Surveillance: ASI
121.571 (a)	To require the operator to orally brief passengers on safety related information pertinent to the flight.	Certification: Operations And CSI Surveillance: ASI
121.573 (a, c, d)	To ensure that passengers are provided with a briefing and demonstration of floatation devices prior to flying over water.	Certification: Operations And CSI Surveillance: ASI
121.576	To ensure that galley equipment/carts and crew baggage are securely stowed.	Certification: Operations and CSI Surveillance: ASI

121.577 (a, c)	To ensure that possible projectiles are	Certification: Operations
	stowed and secured prior to movement on	and CSI
	the surface, take-off, or landing.	Surveillance: ASI
121.577 (b, d)	To remove obstructions to passenger	Certification: Operations
	egress.	and CSI
		Surveillance: ASI
121.577 (e)	TBD	Certification:
		Surveillance:

3.1.2 Flight Attendant Duties/Cabin Procedures				
SECTION 1 - RESPONSIBILITY ATTRIBUTE				
Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Flight Attendant Duties/Cabin Procedures.				
To meet this objective, the inspector will accomplish the following tasks:				
1. Identify the person who is responsible for the quality of the Flight Attended Procedures process.	dant Duties/Cabin			
2. Review the description in the Manual that delineates the duties and response	onsibilities of the person.			
3. Evaluate the person's qualifications and work experience (or resume', if	appropriate).			
4. Review the appropriate organizational chart.				
5. Discuss the Flight Attendant Duties/Cabin Procedures process with the p	person.			
To meet this objective, the inspector will determine and record answers to the	he following questions:			
1. Is there a clearly identifiable person who is answerable for the quality of the Flight Attendant Duties/Cabin Procedures process?	YES If yes, provide the name: No If no, explain:			
2. Does the person understand the procedures associated with the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			
3. Does the person understand the controls associated with the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			
4. Does the person understand the interfaces associated with the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			
5. Does the person understand the process measurements associated with the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	YES If no, explain:			
7. Are the qualification standards for this position clearly documented?	YES If no, explain:			
7a Are the qualification standards for this position appropriate for the duties that are assigned?	YES If no, explain:			
8. Does the person meet the qualification standards?	YES If no, explain:			
9. Does the person acknowledge that he/she has responsibility for the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			
10. Does the person know who has authority to establish and modify the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain:			

3.1.2 Flight Attendant Duties/Cabin Procedures			
SECTION 2 – AUTHORITY ATTRIBUTE			
Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Flight Attendant Duties/Cabin Procedures.			
To meet this objective, the inspector will accomplish the following tasks:			
1. Identify the person who has the authority to establish or modify the Fligh Procedures process.	nt Attendar	nt Duties/Cabin	
2. Review the description in the Manual that delineates the duties and response	onsibilities	of the person.	
3. Evaluate the person's qualifications and work experience (or resume', if	appropriate	e).	
4. Review the appropriate organizational chart.			
5. Discuss the Flight Attendant Duties/Cabin Procedures process with the p	erson.		
To meet this objective, the inspector will determine and record answers to the	ne followinş	g questions:	
1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Flight Attendant Duties/Cabin	YES name:	If yes, provide the	
Procedures process? 2. Does the person understand the procedures associated with the Flight	☐ YES	If no, explain: If no, explain:	
Attendant Duties/Cabin Procedures process?		п по, ехріані.	
3. Does the person understand the controls associated with the Flight Attendant Duties/Cabin Procedures process?	☐ YES ☐ NO	If no, explain:	
4. Does the person understand the interfaces associated with the Flight Attendant Duties/Cabin Procedures process?	☐ YES ☐ NO	If no, explain:	
5. Does the person understand the process measurements associated with the Flight Attendant Duties/Cabin Procedures process?	☐ YES ☐ NO	If no, explain:	
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	☐ YES ☐ NO	If no, explain:	
7. Are the qualification standards for this position clearly documented?	☐ YES ☐ NO	If no, explain:	
7a Are the qualification standards for this position appropriate for the duties that are assigned?	☐ YES ☐ NO	If no, explain:	
8. Does the person meet the qualification standards?	☐ YES ☐ NO	If no, explain:	
9. Does the person acknowledge that he/she has authority for the Flight Attendant Duties/Cabin Procedures process?	☐ YES ☐ NO	If no, explain:	
10. Does the individual know who has the responsibility for the Flight Attendant Duties/Cabin Procedures process?	☐ YES ☐ NO	If no, explain:	
11. Are the procedures for delegation of authority clearly documented for	☐ YES	If no, explain:	
the Flight Attendant Duties/Cahin Procedures process?		, 	

3.1.2 Flight Attendant Duties/Cabin Procedures				
SECTION 3 – PROCEDURES ATTRIBUTE				
Objective: To determine if the air carrier has documented procedures for accomplishing the Flight Attendant Duties/Cabin Procedures.				
To meet this objective, the inspector will accomplish the following tasks:				
1. Review the documented instructions and information related to the Flight Attendant Duties/Cabin Procedures process to ensure that they contain who, what, where, when, and how.				
2. Review the FAA Guidance and Specific Regulatory Requirements (Supplemental information section of this SAI.	,			
3. Discuss the Flight Attendant Duties/Cabin Procedures process with a understanding of the procedures.				
4. Observe the Flight Attendant Duties/Cabin Procedures process to gain procedures.	in an understanding of the			
To meet this objective, the inspector will determine and record answers	to the following questions:			
1. Do written procedures exist to achieve the desired result of the Flight Procedures process:	t Attendant Duties/Cabin			
1.1 Do written procedures exist for preflight duties? [SRRs 121.549 (b), 121.576]	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.2 Do written procedures exist for boarding duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.3 Do written procedures exist for pre-departure duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.4 Do written procedures exist for prior to take-off duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.5 Do written procedures exist for enroute duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.6 Do written procedures exist for prior to landing duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.7 Do written procedures exist for arrival duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.8 Do written procedures exist for duties during intermediate stops?	YES If no or N/A, explain: NO			

3.1	1.2 Flight Attendant Duties/Cabin Procedures			
S	ECTION 3 – PROCEDURES ATTRIBUTE			
	1.9 Do written procedures exist for communications among crewmembers and with passengers?		YES No	If no or N/A, explain:
			N/A	
	1.10 Do written procedures exist for crew coordination?		YES No	If no or N/A, explain:
			N/A	
	1.11 Do written procedures exist for emergency duties?		YES	If no or N/A, explain:
			No N/A	
	1.12 Do written procedures exist for submitting required reports?	+	YES	If no or N/A, explain:
			No	
_	D. th		N/A	
2.	Do the procedures identify: who, what, where, when and how?		YES No	If no, explain:
3.	Are the procedures in compliance with the CFR(s)?		YES No	If no, explain:
4.	Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?		YES No	If no, explain:
5.	Does the air carrier have the resources to support the written procedures for the Flight Attendant Duties/Cabin Procedures process?		YES No	If no, explain:
6.	If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so		YES No	If no, explain:
	that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).			No alternate procedures for this element
7.	Are the procedures published in different manuals relating to the Flight Attendant Duties/Cabin Procedures process consistent?		YES	If no, explain:
8.	Does the air carrier have a documented method for assessing the impacts of procedural changes to the Flight Attendant Duties/Cabin Procedures process?		YES No	If no, explain:

3.1.2 Flight Attendant Duties/Cabin Procedures				
SECTION 4 – CONTROL ATTRIBUTE				
Objective: To determine if checks and restraints are designed into the Flight Attendant Duties/Cabin Procedures to ensure a desired result is achieved.				
To meet this objective, the inspector will accomplish the following tasks:				
1. Review the documented instructions and information related to the Procedures process.	Flight Attendant Duties/Cabin			
2. Review the FAA Guidance and Specific Regulatory Requirements (Supplemental information section of this SAI	SRR) included in the			
3. Discuss the Flight Attendant Duties/Cabin Procedures process with a understanding of the controls.				
4. Observe the Flight Attendant Duties/Cabin Procedures process to ga controls.	in an understanding of the			
To meet this objective, the inspector will determine and record answers	to the following questions:			
1. Are the following checks and restraints built into the Flight Attendar process:	nt Duties/Cabin Procedures			
1.1 Does the air carrier periodically observe flight attendants in the performance of their duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.2 Does the air carrier ensure that the minimum required number of flight attendants are on board, such as: 1) placarding the aircraft, and 2) informing the Pilot in Command of the number of flight attendants on board? [SRR 121.391 (a)]	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
1.3 Does the air carrier ensure that the required numbers of flight attendants are fully qualified?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2. Do the checks and restraints ensure the desired result is achieved for the Flight Attendant Duties/Cabin Procedures process?	☐ YES If no, explain: ☐ NO			
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Flight Attendant Duties/Cabin Procedures process?	YES If no, explain: NO			
4. Does the air carrier have the resources to support the checks and restraints for the Flight Attendant Duties/Cabin Procedures process?	☐ YES If no, explain: ☐ NO			

3.1.2 Flight Attendant Duties/Cabin Procedures				
SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE				
Objective: To determine if the air carrier measures and assesses the Flight Attendant Duties/Cabin Procedures, to identify and correct problems or potential problems.				
To meet this objective, the inspector will accomplish the following tasks:				
1. Review the documented instructions and information related to the Flight Attendant Duties/Cabin Procedures process.				
2. Discuss the Flight Attendant Duties/Cabin Procedures process with a understanding of the process measures.	appropriate personnel to gain an			
3. Observe the Flight Attendant Duties/Cabin Procedures process to gaprocess measures.	in an understanding of the			
To meet this objective, the inspector will determine and record answers	to the following questions:			
1. <deleted></deleted>				
2. Does the air carrier's Flight Attendant Duties/Cabin Procedures process measurements?	ess include the following			
2.1 Does the air carrier solicit feedback from flight attendants?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.2 Does the air carrier record annual in-flight performance observation (e.g., supervisor observes each flight attendant performing his/her normal duties?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.3 Does the air carrier record its evaluation of safety-related occurrences in cabin (e.g., passenger injuries, equipment damage)?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.4 Does the air carrier solicit feedback from passengers on safety input from passengers by providing a bulleted list which could include, as for				
2.4.1 Unintended opening of an overhead bin?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.4.2 Unsecured movement of food/beverage carts?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.4.3 Baggage in aisle?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
2.4.4 Blocking of exits?	YES If no or N/A, explain: NO			

3.1.2 Flight Attendant Duties/Cabin Procedures				
SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE				
2.4.5 Passengers out of seat when seatbelt sign is illuminated?	☐ YES If no or N/A, explain: ☐ NO ☐ N/A			
3. Does the air carrier document their process measurement methods and results?	☐ YES If no, explain: ☐ NO			
4. Are the air carrier's process measurement methods effective?	☐ YES If no, explain: ☐ NO			
5. Does the air carrier use their process measurement results to improve their programs?	☐ YES If no, explain: ☐ NO			
6. Are the process measurement results accessible to the FAA?	☐ YES If no, explain: ☐ NO			
7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Flight Attendant Duties/Cabin Procedures process?	☐ YES If no, explain: ☐ NO			
8. Does the air carrier have the resources to support the process measurement for the Flight Attendant Duties/Cabin Procedures process?	☐ YES If no, explain: ☐ NO			

3.1.2 Flight Attendant Duties/Cabin Procedures			
SECTION 6 – INTERFACES ATTRIBUTE			
Objective: To determine if the air carrier identifies and manages the interactions between the Flight Attendant Duties/Cabin Procedures and the other element processes within the air carrier organization.			
To meet this objective, the inspector will accomplish the following task	ks:		
1. Review the documented instructions and information related to the Procedures process.	Fligl	ht Atte	endant Duties/Cabin
2. Discuss the Flight Attendant Duties/Cabin Procedures process with understanding of the interfaces.	h appi	ropria	te personnel to gain an
3. Observe the Flight Attendant Duties/Cabin Procedures process to a interfaces.	gain a	ın und	erstanding of the
To meet this objective, the inspector will determine and record answer	rs to t	the foli	lowing questions:
1. Are the following interfaces identified for the Flight Attendant Du	ties/C	Cabin I	Procedures process:
1.1 Passenger Handling (Element 3.1.1)		YES No N/A	If no or N/A, explain:
1.2 Carry-On Baggage (Element 3.1.5)		YES No	If no or N/A, explain:
1.3 Exit Seating (Element 3.1.6)		YES No N/A	If no or N/A, explain:
1.4 Carriage of Cargo (Element 3.1.8)			If no or N/A, explain:
1.5 Training of Flight Crewmembers (Element 4.2.3)		YES No N/A	If no or N/A, explain:
1.6 Training of Flight Attendants (Element 4.2.4)		YES No N/A	If no or N/A, explain:
1.7 Station Facilities (Element 5.1.5)		YES No N/A	If no or N/A, explain:
1.8 Flight Attendant Duty/Rest Time (Element 6.1.3)		YES No N/A	If no or N/A, explain:
1.9 Safety Program (Element 7.2.1)		YES No	If no or N/A, explain:

3.1.2 Flight Attendant Duties/Cabin Procedures			
SECTION 6 – INTERFACES ATTRIBUTE			
1.10 Flight Crew	☐ YES	If no or N/A, explain:	
	□ No		
	□ N/A		
1.11 Operations Specifications	☐ YES	If no or N/A, explain:	
	□ No		
	□ N/A		
1.12 Manual Currency (Element 2.1.1)	YES	If no or N/A, explain:	
	☐ No		
	N/A		
1.13 Content Consistency Across Manuals (Element 2.1.2)	YES	If no or N/A, explain:	
	□ No		
1.14 (Manual) Distribution (Element 2.1.2)	N/A		
1.14 (Manual) Distribution (Element 2.1.3)	YES NO	If no or N/A, explain:	
	_ 110		
1.15 (Manual) Availability (Element 2.1.4)	N/A YES	IC N/A	
1.13 (Manual) Availability (Element 2.1.4)	☐ YES	If no or N/A, explain:	
2. List any additional interfaces identified:	IN/A		
2. Elst any additional interfaces facilities.			
3. Are there written procedures for the use of air carrier personnel	☐ YES	If no, explain:	
in the application of these interfaces?	□ No	, 1	
4. Are there controls to ensure that interfaces occur?	☐ YES	If no, explain:	
	□ No	· •	
5. Are the interfaces between the Flight Attendant Duties/Cabin	☐ YES	If no, explain:	
Procedures process and other processes treated consistently in	□ No		
the Manual(s)?			